

Family & Social Services Administration

Standardized Policy Development & Publication Procedures

1. All policies require the authorization of the Secretary or his/her designee.

- ❖ Drafted policies are to be submitted to the Policy Committee for review and approval through the Director of Strategic Initiatives. The Policy Committee shall consist of the following members:
 - Chief of Staff
 - Chief Financial Officer
 - Director of Healthcare Strategy & Technology
 - General Counsel
 - Director of Strategic Initiatives

- ❖ Finalized policies will be presented to the Secretary by the committee for authorization

2. All policies are to be written in the approved standard format using the *FSSA POLICY TEMPLATE*. The standard format includes:

- ❖ **Heading** (*required*)
 - Policy Name
 - Policy #
 - Format is YYYY- ###-XX (*Y=year issued, #=sequential number of policies issued within that year, X=functional area of policy*)
 - Functional Areas
 - EX – Executive
 - FI – Fiscal & Administration
 - HR – Human Resources
 - GC – General Counsel
 - IT – Information Technology
 - SF – State Operated Facilities
 - Number will be assigned by Policy Committee before authorization and issuance
 - Effective Date

- ❖ **Revision History** (*if applicable*)

- ❖ **Purpose** (*required*)
 - Provide a clear and concise description of the purpose of the policy

- ❖ **Scope** (*required*)
 - Identify to whom the policy applies

- ❖ **Definitions** (*if applicable*)

- ❖ **References** (*if applicable*)

❖ **Policy Statement** (*required*)

- Provide authoritative direction to the agency on the policy subject
- Provide information specific to what area of the agency has discretion for making decisions regarding the policy subject
- Provide specific actions (Policy Requirements) that must be taken to achieve the policy objective and to promote the fundamental principles outlined in the policy statement
- Describe routine operations (Procedures) the agency must perform to comply with the policy subject

3. All policies are to be made accessible to all Agency employees via publication on the centralized FSSA Intranet *Administrative Policies and Procedures* page.

- ❖ All requests to publish a policy are to be routed to the FSSA Communications Division (responsible for FSSA Intranet site) through the Director of Strategic Initiatives or, when necessary, another member of the Policy Committee

4. Only those policies published on the FSSA Intranet *Administrative Policies and Procedures* page are the official authorized policies of the Agency.

- ❖ All existing administrative or operational policies currently published throughout the organization will require the review and authorization of the Policy Committee before being published to the FSSA Intranet *Administrative Policies and Procedures* page.